



**PROJECT DIRECTOR I
PROJECT DIRECTOR II
PROJECT DIRECTOR III**
Final Filing Date: Continuous Filing

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination are: January through December. Applications will not be accepted on a promotional basis.

NOTE: Candidates may test for this classification once in a 12-month period. Candidates who participated in the previous examination administration within the last 12 months regardless of the final examination results, cannot participate in this examination administration.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail to: Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at: Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 "S" Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

If you meet the entrance requirements for **Project Director I, II, or III**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis and applicants will be tested as needed.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: November 6, 2013

Project Director I
\$6,898 - \$8,629

Project Director II
\$8,115 - \$10,155

Project Director III
\$8,097 - \$10,137

MINIMUM QUALIFICATIONS Equivalent to graduation from college with major work in architecture, engineering, construction management, or closely related field. (Additional qualifying experience may be substituted for the required education with two years of experience being counted as one year of the required education.)

Project Director I

Either I

Two years of experience in California state service in the class Architectural Project Production Analyst.

Or II

One year of experience in the class Associate Estimator of Building Construction, Associate Construction Analyst, or Architectural Associate.

Or III

Three years of varied experience in architecture, engineering or construction management at least 50% of which shall have been in the planning, estimating or administration of projects resulting in a building or structure being constructed.

Project Director II

Either I

Two years of experience performing duties of a Project Director I. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

MINIMUM
QUALIFICATIONS
(CONTINUED)

Or II
Four years of varied experience in architecture, engineering or construction management, two years of which shall have been in planning, estimating or administration of projects which resulted in a building or structure being constructed. (Experience in the California state service applied to this pattern must include two years performing duties in a class with a level of responsibility equivalent to a Project Director I.)

Project Director III

Either I
Two years of experience performing the duties of a Project Director II. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or II
Four years of experience performing the duties of a Project Director I. (Persons within six months of having the required experience may compete in the examination; however, the required experience must be completed before they are eligible for appointment.)

Or III
Broad and extensive (more than five years) experience in architecture, engineering or construction management, five years of which shall have been in the capacity of a project manager of large or complex capital outlay projects which resulted in buildings or structures being completed. (Experience in the California state service applied to this pattern must include either two years in a class with a level of responsibility equivalent to a Project Director II or four years in a class with a level of responsibility equivalent to a Project Director I.)

Additional Desirable Qualifications:

Possession of a valid certificate of registration as an Architect issued by the California Board of Architectural Examiners or a valid certificate of registration as Civil, Structural, Mechanical or Electrical Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Project Director I, II, and III

- A. Knowledge of:**
- 1. All phases of the State's capital outlay process.
 - 2. Architecture.
 - 3. Details of planning, designing and constructing public buildings.
 - 4. Architectural building materials.
 - 5. Costs, codes and construction methods.
 - 6. Structural, electrical and mechanical engineering as related to buildings.
 - 7. Principles of budgeting as related to the capital outlay process.
 - 8. Use and application of computers in capital outlay project monitoring.
- B. Ability to:**
- 1. Analyze comprehensive architectural designs.
 - 2. Present information clearly and effectively in pictorial and written forms.
 - 3. Analyze situations accurately and adopt an effective course of action.

Project Director III (Only)

- A. Additional Knowledge of:**
- 9. Methods of organization and personnel management.
 - 10. Principles of budgeting.
 - 11. The Department's Equal Employment Opportunity (EEO) program objectives.
 - 12. A manager's role in the EEO program and the processes available to meet EEO program objectives.

EXAMINATION PLAN (CONTINUED)	B. Additional Ability to: 4. Direct the work of a group of Project Directors. 5. Effectively contribute to the Department's EEO program objectives.
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ELIGIBLE LIST INFORMATION	Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period. The resulting eligible list will be established to fill vacancies for CDCR.
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POSITION DESCRIPTION AND LOCATION(S)	<p>The Project Director I under close supervision provides oversight and management of the less complex and less sensitive capital outlay projects. Types of projects assigned to Project Directors I would be smaller. Project Director I may be responsible for projects such as installation of smaller water treatment and sewage systems and the new or replacement construction of smaller warehouses, single-story office structures, smaller parks and recreation projects, and individual support facilities at the various types of institutions. The common denominator for these types of projects is that they tend to be new construction and types of facilities which have been constructed many times previously.</p> <p>The Project Director II under limited supervision is responsible for providing oversight and management of major capital outlay projects from the planning phase through the design and construction phase. The Project Director II is assigned several projects, the number of which depend upon their size and complexity. Incumbents in this class may act independently as the Department's representative with consulting firms and are responsible for ensuring that the final product reflects the original scope and budget requirements. These projects tend to be larger in scope and dollar amount, thereby increasing the potential for larger change orders, and consequence of error.</p> <p>The Project Director III supervises the Project Support Section or manages the most complex and sensitive Capital Outlay projects. Examples of these types of projects are the construction of multitenant, multi-story office structures in a major urban environment, new institutions (e.g., Youth Authority facility), large specialized facilities (e.g., grandstands, large laboratories, etc.) and projects which are more sensitive to local communities or State Government. The Project Director III has the authority to act independently or as a team leader representing the Department with consulting firms and is responsible for ensuring that the final product of the project or program team reflects the original scope and budget requirements.</p> <p>Position(s) exist in Sacramento with the Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.
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GENERAL INFORMATION

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](#).

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS